

E.L. Puryear Building Application

Date of Application: _____ Event Date: _____

Name of Applicant: _____

Name of Organization: _____

Address of Applicant: _____

Mailing Address: _____

Phone Number: _____ Cell Phone: _____

Time the building will be needed: _____

Nature of the event/activity: _____

Estimated Number of Attendees: Minors _____ Adults _____

If the event involves minors, one chaperone is required for every twenty minors. Please list the chaperones below.

Name & Address: _____

Name & Address: _____

Name & Address: _____

Name & Address: _____

Tables and chairs are available; however the applicant is responsible for the setup.

Desired # of tables: _____ Desired # of chairs: _____

This section to be completed by Puryear Building Representative.

Does this event require a police officer(s)? Yes _____ No _____ # Required _____

Signature _____ Title _____ Date _____

Time that officer(s) needed: _____ to _____

Application received from Police Department: Yes _____ No _____

Application approved by: _____

Agreement

I have read and agree to abide by the rules governing the use of Puryear Building.

I understand and agree that I am responsible for any vandalism or damage to the building, the fixtures and furniture. As assurance of such responsibility, I am posting a deposit (amount determined by activity) that will be returned to me by mail the week following the scheduled event, providing that the building, furniture and fixtures are not damaged and the area has been satisfactorily cleaned. Cleaning includes sweeping and mopping in accordance with the accompanying rules; this includes the kitchen area and the Veterans Park. All trash will be removed from the building.

I agree to provide to the Groveland Police Department the request for officer(s) 72 business hours prior to the event.

I understand that there will be **NO ALCHOLIC BEVERAGES** in or around the building and **NO SMOKING** inside of the building.

Applicant's Signature

Date

Applicant's Name (Print)

DEPOSIT AND FEE SCHEDULE

Event Type	City Resident Deposit	City Resident Rental Fee	Kitchen Deposit
Not for Profit Groups	\$100.00	\$100.00	\$100.00
Weddings/Receptions	\$350.00	\$150.00	\$100.00
Parties	\$500.00	\$200.00	\$100.00

Fees and deposits for all other activities will be determined by the City Manager or his/her designee at the time of application.

REQUEST FOR SECURITY OFFICER

Date: _____

Applicants Name: _____

Applicants Address: _____

To: Groveland Police Department
408 W. Orange Street
352-429-4166

1. The undersigned has applied for use of the Puryear Building on _____.
2. The function is required to have a sworn law enforcement officer in attendance during the hours the building will be used for the intended function. The security officer will therefore be required to be present from _____ to _____, inclusive on the date shown in the paragraph above.
3. I understand that the security officer will be paid \$25.00 per hour during attendance. Further, the police department will notify City Hall by endorsement of this letter that an officer has been hired in order that the application for use of the building may be approved (keys to the building will not be issued without this endorsement). Payment for this security service will be made to the officer for this task and there will be a minimum two hour charge.

Applicant's Signature

Endorsement

The above application was received on _____ and the applicant has agreed to pay the security officer \$25.00 per hour for his/her services. The officer assigned on the date requested will be _____.

Officer(s) Needed: _____

Supervisor's Signature

RESOLUTION 2007-09-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVELAND AMENDING RESOLUTION 92-05-12; PROVIDING FOR THE USE AND CARE OF THE E.L. PURYEAR BUILDING, LAKE DAVID CENTER, LAKE DAVID GAZEBO, JAMES L. WYCHE CENTER, AND CITY OWNED PAVILIONS; APPLICATION FOR USE; GOVERNING RULES, DEPOSIT SCHEDULE AND FEE SCHEDULE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the application, rules, deposit amount and fee amount for City owned facilities has not been updated since May 18, 1992; and

WHEREAS, the City of Groveland Recreation Advisory Committee has reviewed the current rules, deposits and fees and compared them with other jurisdictions; and

WHEREAS, the rules as revised are aimed to preserve the facilities, enhance the social environment of Groveland and ensure equality in reserving said facilities; and

WHEREAS, the demand for the use of City owned facilities and properties has increased

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GROVELAND, LAKE COUNTY, FLORIDA AS FOLLOWS:

Section 1. General.

- 1 The City Manager or designee shall be responsible for the administrative duties of accepting and approving rental applications for City Residents residing within the City Limits of Groveland, developing and modifying the rental application and other administrative duties relating to the rental of the facilities. The Public Works Department (Parks and Recreation) shall be responsible for the inspection and maintenance of the City of Groveland facilities.
- 2 Use of the facilities will be regulated by the rules contained herein and all monies received for such use shall be accounted for in the General Fund of the City.
- 3 An Applicant must demonstrate to the City's satisfaction that Applicant represents a responsible organization (if applicable), that Applicant will guarantee orderly behavior and that Applicant will be financially responsible for the repair of the facility if damaged as a result of Applicant's use of the facility and for the replacement of any item(s) contained at the facility if the cost exceeds Applicant's deposit. Otherwise, the City in its sole discretion may deny the Applicant initial or future use of any of the City's facilities.
- 4 The City may limit any Applicant's use of the facilities to one occasion per month.

- 5 Applications for use of the Facilities will be processed on a first come - first serve basis. Security deposits and/or rental charges are due at the time the application is approved and the reservation made. Conflicts will be resolved by the City Manager. The City Manager's decision is final. The City reserves the right to cancel or reschedule a reservation if a special activity arises that is instrumental in meeting the needs of the community.
- 6 The Applicant is responsible to clean the facility after its use in accordance with a cleaning checklist and rules established by the City. If Applicant fails to clean the facility to the City's satisfaction, the City will clean the facility and the cost for doing so will be deducted from the Applicant's security deposit.
- 7 Reservations may be made by City residents and City Business Owners only. Any organization, non-profit or for-profit may only use City facilities if the organization's primary place is physically within the city limits of Groveland or if the organization has primary functions within the City. A reservation placed more than one year in advance will not be accepted.
- 8 All activities must cease no later than 11:00 P.M. The facilities must be vacated no later than 12:00 A.M./midnight.
- 9 When a reservation is made, the number of tables and chairs required by the Applicant will be noted. Any damage found after usage will be charged to the Applicant.
- 10 The Applicant must control ingress/egress from the facilities, i.e., preventing attendees from loitering outside of the facilities and maintain an orderly and safe flow of movement in and out of the facilities. The Groveland Police Department has the authority to terminate any or all activities therein if, in their opinion, such action is necessary to preserve the peace and order of the City.
- 11 No flammables are permitted in or on the premises except when allowed by the Groveland Fire Chief which shall be noted in writing on the approved application.
- 12 The seating capacity of the E. L. Puryear Building is 230. The seating capacity of the Lake David Center is 75. The seating capacity of the James L. Wyche Building is 45. This specified capacity shall not be exceeded in number (seated or otherwise), nor may the arrangement of tables and chairs impede the safe and free movement of the occupants.
- 13 No obstructions shall be placed or allowed to be placed in the aisles or in such a place as to impede access to any exit.
- 14 Smoking is not permitted in or about the facilities, except for in designated areas outside the buildings located thereon.
- 15 No alcoholic beverages are allowed inside or outside of any facility or on any City owned properties.
- 16 Electronic equipment is not provided by the City. Signs, banners, decorations or advertising materials in or around the facilities are not allowed unless approved at the time the application is submitted and is noted on the approved application.

- 17 The applicant shall keep the facilities clean; remove trash and debris, sweep and clean any spillage following usage. An Applicant who uses the kitchen shall clean same and all dishes and utensils if used.
- 18 The James L. Wyche Center is only available for those organizations who are Non-Profit, meaning, no part of the income or profit of which is distributable to its members, directors, or officers and is organized for the purposes set forth in Section 501(c)(3) of the Internal Revenue Code, whether or not the organization is recognized as tax exempt by the IRS. All organizations requesting use at the Non-Profit rate will be required to provide proof of Non-Profit status.

Section 2. Public and Social Events.

- 1 A sponsor is defined as any person who is a member of a charitable and/or non-profit organization or local civic organization of common recognition including public school organizations, such as PTO and Chamber of Commerce, whether or not their principal place of organization is physically within the city limits of Groveland. (The organization must have their primary functions within the city limits to qualify, for example, the PTO must be for a school primarily serving the students of Groveland.) It shall be at the discretion of the City whether an applicant qualifies under this section.
- 2 A sponsor is responsible for the activities of the attendees and is responsible for maintaining order and preventing damage to City property whether through chaperons or otherwise. A sponsor may be required to employ an off duty Groveland Police Officer at the discretion of the Chief of Police or City Manager.
- 3 Any event that is attended primarily by minors shall have one (1) adult chaperon for every twenty (20) minors attending the event in addition to one off duty Groveland Police Officer. Each Chaperon shall be 21 years of age or older. Chaperons shall sign in upon entering and sign out upon leaving. The Sponsor or Applicant will sign each chaperon in and out, will ascertain if the chaperon is an adult for purposes of this agreement, and will verify that the correct number of chaperons is present. A copy of the chaperon list will be submitted to the City prior to refund of deposit and/or reservation of future events. If there are not sufficient chaperons, the attendant police officer has the right to suspend or terminate the Applicant's use of the Facilities until the requisite number of chaperons is present.
- 4 For-profit social events open to the public by the same organization, entity or person will be limited to no more than one per month. Any fee and deposit shall be paid at the time the Applicant's application is approved and the reservation is made.
- 5 For profit social events open to the public for primary attendance by juveniles will be allowed, subject to the following conditions: Juveniles in attendance of must be in their 7th year of school (middle school) through the 12th year of school (high school senior) and must be between the ages of 13 and 17 years old. The Applicant shall be responsible to ensure compliance.

- 6 Only the City Manager or City Council may exempt certain non-profit and/or civic groups from the requirement to pay a fee and/or security deposit.

Section 3. Commercial Events.

- 1 For security purposes, an applicant reserving facilities or City owned properties for commercial purposes may be required to employ a City of Groveland police officer at the discretion of the City Manager or Chief of Police. Proof of employment must be provided to the City prior to the application being approved and the reservation made.
- 2 An applicant who reserves Facilities or City owned properties for commercial purposes shall provide evidence of liability insurance with limits acceptable to the City for each event prior to approval of the application. The applicant will be assessed a surcharge of 10% of the gross receipts. An applicant in this instance shall present evidence of receipts to the City within 5 business days of the rental period terminating. For purposes of this section, commercial purposes means for profit. All provisions of this section apply to teen dance activities or similar programs as determined by the City Manager, except that an applicant of teen dance or similar activities which offer benefit to the community may be exempt from paying the surcharge of 10% of the gross receipts. Commercial events, teen dances and similar activities as determined by the City Manager shall be categorized as "Any other use" for purposes of deposit and rental fee assessment.

Section 4. Fees and Deposits.

- 1 Rental fees and security deposits may be adjusted every other year according to the CPI (Consumer Price Index) under direction of the Finance Director and the City Manager. The security deposit, or any part thereof that the Applicant is entitled to will be refunded to Applicant within three weeks of the rental period terminating. If all or any portion of the security deposit is being retained by the City, the Applicant will be notified in writing the reason therefore. If additional funds are due as a result of damage or items missing from the facilities, Applicant will be notified in writing and payment from Applicant shall be due within 10 business days of the date of the notice sent to Applicant. If Applicant does not comply with full payment within 10 business days the City may deny any future use of all City facilities and may seek legal judgment to retain payment for loss.
- 2 Activities which are catered will not be charged a security deposit for kitchen use. Catering is defined as the introduction of food and drink that is prepared prior to its arrival at the facility and those consumables will be served on or in containers provided by the Applicant, not the City.
- 3 Deposit and rental fee schedule for E.L. Puryear Building:

Event Type	City Resident Deposit	City Resident Rental Fee	Kitchen Use Deposit
Not for Profit Groups	\$100.000	\$100.00	\$100.00
Weddings/Receptions/ Showers	\$350.00	\$150.00	\$100.00
Any other use	\$500.00	\$200.00	\$100.00

4 **Deposit and rental fee for Lake David Center**

Event Type	City Resident Deposit	City Resident Rental Fee	Kitchen Use Deposit
Not for Profit Groups	\$150.00	\$100.00	\$100.00
Weddings/Receptions/Showers	\$350.00	\$225.00	\$100.00
Any other use	\$500.00	\$300.00	\$100.00

- 5 The James L. Wyche Center shall be utilized primarily for the Senior Center. It will not be used as a rental facility however the groups currently using the facility will be allowed to continue under the same policies and guidelines previously provided at the City Manager's discretion. Special exception or City uses of the facility must receive City Manager or City Council Approval.
- 6 There is no charge to use City owned pavilions; however anyone wishing to use the pavilions may submit an application to obtain a permit for sole use during the period of time specified on the application, not to exceed 12 hours per application.
- 7 There is no charge to reserve the Gazebo at Lake David; however anyone wishing to use the Gazebo may submit an application to obtain a permit for sole use during the period of time specified on the application, not to exceed 12 hours per application.

Section 5. Exceptions.

No exceptions will be made to any of the governing rules, policies or fees without signed approval from the City Manager or City Council. Exceptions will be handled individually with regard to what is in the best interest of the citizens of Groveland.

Section 5. Effective Date

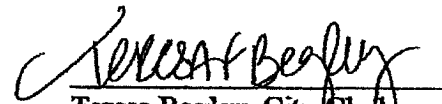
This Resolution shall become effective upon its passage by the Groveland City Council.

PASSED AND RESOLVED IN REGULAR SESSION OF THE City Council of the City of Groveland, Lake County, Florida on 5th day of November, 2007.


Matthew Baumann, Mayor

Attest:




Teresa Begley, City Clerk

Approved as to form and legality:

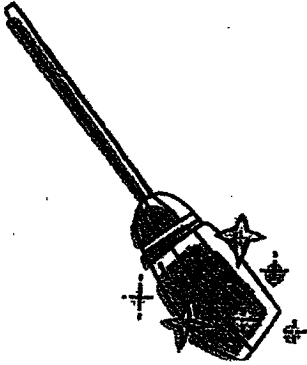

Anita Geraci, City Attorney

First Reading 11/05/2007

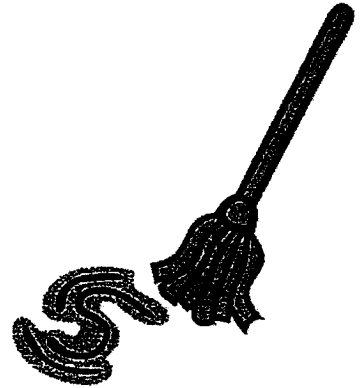
Council Member Keller moved the passage and adoption of the above and foregoing Resolution. Motion was seconded by Council Member Sherrod and upon roll call on the motion the vote was as follows:

	AYE	NAY
Matthew Baumann	✓	
Allen Sherrod	✓	
John Griffin	✓	
Paul Keller	✓	
James Gearhart		✓

City of Groveland Building Inspection



This checklist is being provided to you so that you will know what the inspector will be looking for after you rent of the City buildings. If the building is not cleaned properly, you will be charged for the time it takes to be cleaned. This will be deducted from your deposit. If you have any questions, please call Vicky at City Hall, 429-2141 extension 232. Thank you, and enjoy the use of the building.



Check List

Tables & chairs properly cleaned?
Tables & chairs properly stored?
Restrooms cleaned?
Trash Emptied? (Dumpster beside building)
Kitchen area cleaned?
Damage to walls?
Damage to fixtures?
Damage to restrooms?
Damage to fountain?
Damage to floors?

Please help us take care of the buildings, so we can all enjoy them for years to come.

